

**Kelly Ranch  
Habitat Conservation Area**

**Annual Work Plan  
October 2003 - September 2004**

*Prepared for:*  
**U.S. Fish and Wildlife Service  
California Department of Fish and Game**

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## **I. INTRODUCTION AND SUMMARY**

This annual year work plan is developed from the guidelines for goals and objectives set forth in the Kelly Ranch Habitat Conservation Area Management Plan dated November 2002. The Management Plan includes management requirements outlined in the Management Agreement for the site and as agreed to by the U.S. Fish and Wildlife Service and California Department of Fish and Game, and additional management activities that the Center feels is appropriate to protect and maintain the natural resources in perpetuity. The Center for Natural Lands Management (hereafter the "Center" or CNLM) holds easements (since February 2002) on the Kelly Ranch Habitat Conservation Area (Preserve) and performs or oversees the tasks identified in the management plan.

The purpose of this work plan is to identify the tasks and budget required to complete the management activities for the 2003-2004 management year. The management year is the new fiscal year adopted by the CNLM, and will begin on October 1, 2003 and end on September 30, 2004. Unless otherwise stated, all tasks will be performed by the Center's Preserve Manager, Markus Spiegelberg.

### **Summary of Tasks and Goals for the 2003-2004 Fiscal Year:**

- Replace signs and fix fencing as necessary.
- Monitor the coastal California gnatcatcher population and entire bird community.
- Note all animal species observed, and map locations of any sensitive species.
- Remove non-native plant species, especially tamarisk and tree tobacco.
- Patrol and conduct site enforcement on a regular basis.
- Create a brochure for the surrounding community..
- Report and describe data collected and management actions taken on the Property to the wildlife agencies.
- Provide an accounting of funds to be spent in the fiscal year.

Appendix 1 (*2003-2004 Field Schedule*) identifies the approximate schedule of field work throughout the management year. Appendix 2 (*Annual Budget 2003-2004*) provides a financial summary for both person hours and costs for the year. The location of the preserve is mapped in Appendix 3.

## **II. MANAGEMENT ACTIVITIES**

The following sections identify and describe the activities to be performed during the 2003-2004 management year. Based upon the Property Analysis Record (PAR) developed by the Center to outline long-term management tasks and costs, management activities for the Preserve can be broken down into seven large blocks of tasks: Capital Improvements, Biotic Surveys, Habitat Restoration, Public Services, Reporting, Office Maintenance, and Operations. Each of these categories will be discussed below.

## **A. CAPITAL IMPROVEMENTS**

The maintenance of signs are the only capital improvements to be undertaken during the 2003-2004 management year.

- 1. Signing** CNLM signs have been posted at all of the major access points and along most of the perimeter to the Preserve and a few other notable locations. These signs will be replaced as necessary. Each sign explains that the Preserve is a dedicated open space, and that OHV activity, mountain biking, dumping and shooting is prohibited.

## **B. BIOTIC SURVEYS**

Monitoring activities at the Preserve will continue in the next fiscal year. In the last fiscal year, monitoring included bird and sensitive plant surveys. The general goal of the monitoring activities in the first 3 to 5 years of management of this preserve is to inventory plant and wildlife species. This information will be used to develop a long-term monitoring approach.

Monitoring in the next year includes general surveys on broad taxa such as birds and reptiles and focused surveys for threatened and endangered species.. Surveys will most likely occur twice per month from February to July for birds and reptiles. All data will be entered or stored in GIS and/or MSAccess databases. A brief description of monitoring activities outlined by taxa is provided below:

### **1. Amphibian and Reptile Monitoring**

**Objective:** Inventory reptile species to determine which species occur at the Preserve.

No reptile or amphibian surveys have been conducted since the Center started management. In the next fiscal year, approximately 50 “cover” boards will be placed throughout the preserve to help find reptile and amphibian species. The Center has used this method at other reserves and it has helped find previously unidentified species. Each board will be checked about twice per month from January to end of June.

### **2. Small Mammal Monitoring**

Small mammal trapping occurred during the permit process. There are no plans to trap the site in the next fiscal year.

### **3. California Gnatcatcher & Avifauna Monitoring\***

**Objective:** Track changes in bird diversity.

The goal of avifaunal monitoring is to develop trends in species diversity over time. The Center started bird surveys in 2003 and will continue in the next fiscal year. Bird surveys include wandering throughout the property and noting species as they occur. Special attention is given to sensitive species such as the coastal California gnatcatcher. In the next fiscal year three focused bird surveys will be undertaken.

#### **4. Insects**

Insect occurrences will be documented during other general or focused surveys. No focused insect work is planned for the next fiscal year.

#### **5. Vegetation Sampling**

No vegetation sampling is planned for the next fiscal year.

#### **6. Sensitive Plant Species\***

The distribution and abundance of sensitive plant species was recorded in 2003. These surveys are repeated every 3 to 5 years depending on the species. Therefore, no sensitive species surveys are planned for the next fiscal year.

In the spring of 2003, the Center planted 25 Orcutt's hazardia as part of its efforts to create off-site populations of this species from its Manchester population. CDFG issued a MOU for the Center to do this work. 20 of these 25 survived and are being watered and monitored regularly. The Center will continue efforts to manage and monitor this species in the next fiscal year. Work includes watering the plants and taking measurements (each plant's height and maximum width are measured every three months).

### **C. HABITAT RESTORATION AND MAINTENANCE**

Most of the preserves habitat is of good quality, with little disturbance from non-native species. The most disturbed area is located west of Canon Road and other small patches of disturbed area exist here and there within the Preserve. Fortunately, the Kelly Land Company (developer) is responsible for most of the enhancement of these disturbed areas and has completed an enhancement plan. The Center will follow the progress of these activities. In addition, the Center will remove the few tamarisk found near Canon Road, and will remove the small stand of tree tobacco in the center of the preserve.

### **D. PUBLIC SERVICES**

Activities centering around public services include the patrolling of the Preserve and the response to emergencies. However, other opportunities for public service will undoubtedly be forthcoming during the year, such as a spring nature walk, local groups and individuals interested in volunteering labor for Preserve projects, and class field trips from local schools. Whenever

possible management will try to accommodate these activities.

**1. Patrols**

Patrols will be performed approximately 2 to 4 times per month, and usually during biological surveys or other preserve activities. Routine mending of small fence breaks, and replacement of signs are the main tasks. Observations of animal sightings and new human impacts will be gathered during patrols as well.

**2. Emergency Response**

Hours have been allocated from the current budget for management to respond to emergencies on the Preserve. Such emergencies could include response to wildfires, wildlife problems reported by neighbors and illegal trespass.

**3. Nature Walks and Other Public Outreach Activities**

At this time the Kelly Ranch community has not been completed, but there are existing residential communities in the area. The Center will produce a brochure and distribute it to the surrounding residents during this fiscal year.

**E. REPORTING**

Activities included within reporting requirements include the management of the Preserve's database/GIS system, the photo-documentation stations, and the production of various status reports to the USFWS, CDFG and CNLM administration.

**1. Database/GIS Management**

Data derived from routine patrols and photo-documentation will be entered into and maintained in the Preserve's existing database/GIS system. Additional databases will be established for the various biotic monitoring programs including the production of historical and current vegetation maps. Efforts will be made to coordinate and standardize database fields and parameters with other reserves.

**2. Photo-documentation Stations**

Permanent photo-documentation stations will be created in 2004.

**3. Reports**

- a. Year-End/Agency Reports** By the end of November 2004, a year-end report will be prepared by the Preserve manager detailing the results of the year's management activities. This report will include recommendations for the continuation of various activities for the following fiscal year and will be submitted to the USFWS and CDFG as required under permit reporting

conditions.

- b. 2003-2004 Annual Work Plan** The work plan for the 2004-2005 fiscal year will be formulated by the end of the 2003-2004 fiscal year and will be based upon experiences during previous years' operations. This work plan will be submitted to the USFWS and CDFG..

#### **F. OFFICE MAINTENANCE**

Preserve Management will maintain offices in an organized manner to facilitate maximum efficiency. This section of the budget includes outlays for general office work, utilities, telephones, etc.

#### **G. OPERATIONS**

Operations include the training and professional growth of Preserve Management personnel, and inspection of the Preserve by CNLM administration. Funds have been allocated in the current budget for both the Preserve Manager to attend classes or seminars during the 2003-2004 year. Also included within this category of activity is the conduction of employee reviews.

### **III. WORKLOAD AND BUDGETS**

#### **A. SUPERVISION & STAFFING**

The Preserve Manger will be supervised by the Center's Science Director, Michael Robson. Tasks and hours will be coordinated by the Preserve Manager and approved by the Science Director.

#### **B. BUDGETING**

A budget has been prepared for the 2003-2004 year and is included here as Appendix 2. Every effort will be made by Preserve Management to allocated time and expenses according to this estimated budget. The budget for this fiscal year is \$16,141 and the total endowment left over as of August 2003 is \$296,120.

## **IV. Appendices**





## **Appendix 2.**

### **Fiscal Year 2003-4 Budget**

# **Appendix 3.**

## **Preserve Location Maps**